

The focus of the progress report is to update your Development Officer (DO) on the status of your Climate Challenge Fund (CCF) funded project.

Each progress report must be submitted by the following deadlines along with a copy of your **CCF Carbon Reporter** populated with the data you have collected so far.

Progress Reports are due: **August 3rd, November 2nd 2018 and February 8th 2019 (1-year projects)**
May 3rd, August 2nd, November 8th 2019 and February 7th 2020 (2-year projects)

The production of a Final Report is a condition of your grant. These use a different template and will be due in April 2019 for 1-year projects and in April 2020 for 2-year projects.

It is a condition of the grant to provide progress reports on the dates listed above. Claims will be suspended if progress reports are overdue.

Please keep in regular contact with your DO and let them know if any problems arise in-between progress reports. If you have any events or produce resources that you would like promoted through the CCF media channels also forward this information to us.

1. Basic Information

CCF Project #	CCF-5541	
Project Name	The Edinburgh Tool Network	
Organisation Name	The Edinburgh Tool Library	
Report Completed by	Name: [REDACTED] Position: Tool Network Manager	
Report Circulated to	Board	

**** If there have been changes to any contact details, please notify your DO ****

2. Finances

Please comment here how the project finances are going and whether you are still on track to spend the grant as described in your application. You should review your claims-to-date and compare against your projected claim schedule as detailed on the 'Projection-vs-Actual' tab in your CCF Claims Tracker. This is a monthly track of claims and the included graphs will highlight areas of possible under or over-spend. You can also use this section to comment on the CCF Claims process if you need help or advice. If there are any changes developing which might need a future re-profile request then please let us know.

We are currently having a small underspend in our overall finances. We will reprofile our budget this month to get it back on track.

Development Officer Feedback:

There is an ongoing issue with the wages, employee contribution costs that have budgeted for that are difficult to claim due to lack of evidence. Currently working on resolving this.

3. Activity Summary

Please provide a summary of the activities that have taken place since your last Progress Report.

Provide brief descriptions of key events and workshops which you have held and activities to promote the project, as well as information about relevant internal processes and resources developed. ***It is important to clearly demonstrate how carbon literacy has been incorporated into project activities.***

To ensure the project continually improves and responds to the needs of the community, organisations must review and reflect on activities. In the 'Reflection' sections, comment on both what has worked well during activities as well as areas which could be improved. Are community members changing behaviours in the way you intended because of participating in your activities? If they are not, consider what might be other barriers to behaviour change and how activities could be adjusted to overcome these barriers. Equally there could have been things that have worked well that you could expand on.

You can include small photographs, press releases or any additional materials to give us a flavour of activities as an appendix to the report.

For further guidance on reviewing and reporting on your activities, please see the CCF toolkit section of the CCF Website. www.keepsotlandbeautiful.org/ccftoolkit

Activity Summary

Since our last progress report we have delivered the following activities:

Workshops: The workshop is open for the public three times a week, where they can work on their making and repairing projects. We provide reclaimed material that is free to use for anyone at the workshop. Aside of the open sessions we run every week a thought session on either tool maintenance, bike repair and basic wood working skills.

Library: The new Tool Library in Portobello is open 3 times a week, making it possible for more people to borrow tools.

Young Tooligan Workshops: Our youth initiative for young people has kicked off. We bring creative workshops to Edinburgh's young people, where they explore reuse and recycling of materials, climate change and what we can all do to reduce our carbon footprints. We have been running these workshops at different youth organisations and will run a series of sessions for schools in December.

Community Program: In September we hosted our Volunteer Assembly where community projects can pitch their building ideas that will change their community for the better. Two projects have been selected by the Tool Library volunteers. The first community build project was in Duddingston where we transformed their community garden and orchard to a space where they can sell their vegetables and fruit they grow. The total build fixed approximately 3.2 tons of carbon that would have gone to landfill and back into the atmosphere.

Volunteer Opportunities: We have actively promoted our Portobello volunteering opportunities in our community and have established a small team of dedicated volunteers. We adapted our volunteer journey to improve the volunteer retention. By the current involvement of our new volunteers we believe this has helped our project.

Reflection on your Successes

Our program of guided workshops is well attended and fully booked. We receive positive reactions from the participants. This has brought in new members to the Edinburgh Tool Library.

The most successful part of the Young Tooligan Program has been the workshops created, each has had great feedback and in terms of bringing climate change and greenhouse gas emissions to life it has worked really well. Feedback from Youth Organisations and education officers has been very positive.

Reflection on your Challenges

Our main challenges are to attract more people to use the open workshop sessions. The Portobello thought workshops are very successful, but we don't see these participants coming back for the open sessions. Even though we had hoped that acquiring the basic woodworking skills will get people to use the workshop for their own projects. This has been a very valuable learning curve for us, as we might need to adapt the workshop sessions to more thought and less open sessions. We are currently testing a change of structure to the open sessions, by bringing in an element of teaching to them to see if that changes the attendance.

For our Young Tooligan Program the main challenge is bringing the program to the schools. We have had a positive reaction from teachers but due to internal structure at the schools is it difficult to plan the workshop sessions. We are now planning to host the school sessions in December.

Development Officer Feedback:

Sounds like some good progress made and achievement delivered.

Please confirm if you are using the Activities Grid which will help you collate statistics needed for your final report, and where possible please include a copy with this report.

Are you using the Activities Grid Tracker?

No

Mitigation Efforts

As well as being best practice, it is a condition that CCF grant recipients make efforts to mitigate the impacts of delivering their CCF project. Since your last Progress Report, what decisions have you made to mitigate the impact of the project on the environment? If your grant was conditional on providing an Environmental Management Plan (EMP), please refer to actions identified in the plan in this section. Considering things such as staff, volunteer and participant travel to project activities, purchasing decisions and procurement.

Our electric van is used for all Edinburgh Tool Library transport activities. Our main activities take place in urban environments and are easily accessible by bus, foot, or bicycle.

Development Officer Feedback:

If there is any waste material produced by the project it would be good to say how this is also being mitigated.

4. Monitoring Progress & Data Collection Strategy

It is a condition of your CCF award that you collect evidence to demonstrate the progress made towards achieve project outcomes. Please detail the evidence being gathered during project activities to demonstrate changes happening in your community.

All organisations must provide an up to date copy of your 'CCF Carbon Reporter' as an appendix to this report.

Outcomes: *These are the agreed outcomes for which the organisation has been funded to deliver.*

Progress Made: *Complete this box with summary on progress towards achieving project outcomes. Focus on the change that is identified in the outcome and make sure that the units of measurement match in both the outcome and data collected. If this is a 'carbon outcome' please include the emission reduction automatically calculated in the 'CCF Carbon Reporter'.*

Review: In the box state whether targets are on track for being achieved based on the evidence gathered. If you are not on track there might be several reasons why and you need to comment on these.

Outcome 1

By increasing our Tool Library sites from four to six, we will enable over 1,000 new Tool Library members to share tools, rather than buying them new, as well as being able to divert 1200kg of tools from landfill, reducing CO2e by over 2T each year.

Progress Made

Since opening the new Tool Library workshop & library in Portobello our membership has gone up by 68 new members.

The thought workshops for our members have proven to be very popular, it has gained us new members as well as given old members reasons to participate in the activities of the Edinburgh Tool Library. During those workshop sessions we have heard many times that they have signed up as a member but never used any of the services, or borrowed a tool once. These workshops are very valuable for attracting and bringing people back to the Edinburgh Tool Library. Reminding them that we are here and doing these great activities.

We receive many donations. From the last progress report till now we received: 216.39kg of tools that have been diverted from landfill.

Review

The Tool Library and Open Workshop in Portobello is a growing project. In comparison to our main lending site and community workshop in Leith we're currently not attracting the same numbers as they do. This is not strange for a new community project but we are developing different strategies to attract new members. This month we will focus on running more workshops for members and non-members, running promotion campaigns and participate in local activities (e.g. Christmas markets) to attract more residents from the Portobello community to use our services.

Development Officer Feedback:

Perhaps should add that that the total tools saved so far is over 1,000 kg to show that that this Outcome is more then on track to achieve its target.
Is the 1,000 new members still achievable, do you have a revised target?

Outcome 2

We will increase the number of our current members who have repaired an existing item or made something from reclaimed materials by 40% - 320 individuals. We will aim to have 50% of all new members – an estimated 200 individuals - reuse or repair a household item within their first year of joining. We estimate that this will save 7.74T of CO2e each year.

Progress Made

The Portobello workshop is open 3 times a week for members to work on their own repairing and making projects. All our thought classes focus on the use of reclaimed material and during the open sessions members can use any of the wood and timber that is available for free.

Since the last progress report the open sessions together with the weekly thought session has made it possible that 152 individuals repaired or made something from reclaimed materials. We have monitored the attendance of the open sessions as well as the thought sessions.

Review

As mentioned in Outcome 1, our main challenge is to attract more people to use the open workshop session. We have regular members but we would like to see new faces and more people using the workshop.

In our strategy to attract more women we have developed a women's woodshop session, that is run by an experienced female joiner. The woodshop introduces women to the workshop facilities whilst becoming familiar with the tools and developing woodworking skills.

It is for us important that the space is an inclusive environment, where we make it possible for different groups to learn and become inspired by our ethos.

Development Officer Feedback:

Sounds like good progress.

Would be good to provide numbers for the various workshops to better communicate how much they are being attended.

Also would be nice for some additional information such as quotes/comments pictures to better communicate what the project is achieving.

Outcome 3

We will improve carbon literacy and environmental awareness amongst 300 12 – 17 year olds across Edinburgh.

Progress Made

The most successful part of the project has been the workshops created, each has had great feedback and in terms of bringing climate change and greenhouse gas emissions to life it has worked really well. Feedback from Youth Organisations and education officers has been very positive.

Progress Youth Organisations:

Youth organisations are each different, and an open collaboration where nothing is set in stone when beginning the partnership is most effective. Being clear about what each partner needed was essential, and working out what will be most effective for their young people. There has been some difficulty in securing the numbers hoped for in these workshops, and this is due to the nature of the groups and context within which the young people attend the groups. Being flexible, when the workshops are held is essential, as workshops which are run outwith of youth organisations' regular hours cannot guarantee attendance and will likely yield low numbers.

Progress Schools:

The schools programme will take place in December, aiming to hold 8-10 workshops across 6 days in at least 3 schools. The school program will be where we could reach more young people.

Review

Initially we had a lot of difficulty getting our workshop to the right people at the schools, as without a specific contact it was difficult to get through the initial stages of phoning the school or emailing the head teachers.

It is important to note that the Young Tooligans Programme from ETL is in it's first year and is the first youth initiative from the charity. At this juncture it is our strategy to research and develop a programme which reflects the goals of ETL in terms of supporting sustainability, carbon literacy and creativity in our community.

Development Officer Feedback:

As above any supporting evidence such as quotes etc would be good to add to help demonstrate the impact the project is having.

Outcome 4

We will encourage the reuse and reclaiming of materials, particularly timber, by giving people the skills and the tools required to create items from it. Based on the amount of reclaimed materials saved this year, we estimate this would save 21.78T CO2e a year

Progress Made

The Portobello workshop is open 3 times a week for members to work on their own repairing and making projects. All our thought classes focus on the use of reclaimed material and during the open sessions members can use any of the wood and timber that is available for free. For our community projects/workshops we only use reclaimed materials. Our workshops show the range of possibilities you can have when working with reclaimed materials.

Since the last progress report we saved 2830 kg of wood.

Review

In general as a woodworking workshop we provide the right environment where people will make and repair things out of reclaimed materials. We are known for our community projects/builds being made solely out of reclaimed materials, this helps to encourage people to use this material.

Development Officer Feedback:

Great progress in achieving your carbon saving targets.
Perhaps there is a way to report feedback under the separate Outcomes so that it is isn't repeated.
Provide more detail on individual projects rather than how much the workshop is open for.

Outcome 5

We will teach over 200 people how to fix and maintain their bicycle, regardless of the condition or age of the bike, helping increase the lifespan of their bicycles and encourage people to cycle more. We estimate this will save 10.27T of CO2e each year.

Progress Made

Since our last progress report we have started a collaboration with the charity Bikes for Refugees. They are a volunteer led community project who repair and upcycle donated bikes for New Scots. We have teamed up with this organisation and created a series of bike repair workshops. In this collaboration, four New Scots and four ETL members learned the skills to repair bikes for someone who really needs them.

In conjunction with these series of workshops we as well run basic bike repair workshops where members can learn to fix their own bikes.

Review

Our bike repair program is really successful and important. The collaboration with Bikes for Refugees works very well with the ethos of the Edinburgh Tool Library and has given an extra dimension to our bike repair program.

We will run more sessions each month to reach more people.

Development Officer Feedback:

Good work although it does not look like you will achieve the Outcome target of 200 people. It looks like no carbon saving has been achieved for this Outcome.

Other Monitoring Information (optional)

Please include a summary of additional monitoring information you may have been collecting throughout the previous quarter. This may be useful to provide more context for your final report. Examples could

include quotes from project participants and volunteers following events, ad hoc information and case studies about behaviour changes that project participants have made, the impact volunteering has had on wellbeing as reported by volunteers, and unexpected outcomes from activities.

Development Officer Feedback:

5. Planning a Sustainable Legacy

Please use this section to detail any work which has taken place to secure a legacy for your project. Reflect on resources which have been created that will continue to be useful in the future, volunteer training and development, income generation, physical improvements to community spaces which can be utilised ongoing, feasibility studies etc. Consider what your organisation will do to sustain the impact of the project beyond the availability of CCF support.

We have improved our volunteer retention strategy and are training our volunteers in all the different aspects of running the Edinburgh Tool Library Portobello.

For income generation we are developing a hot-bench renting structure. During the days that the workshop is not in use, people will be able to rent a bench for a morning or a full day. The workshop space and the facilities will be well as well be of good use for this format.

Development Officer Feedback:

Would be useful to include any legacy from the workshops and activities the project is running included here. Plans for the continuation and development of the Portobello site for example.

6. Capacity Building Program and Training

In the last quarter, have you used any of the resources produced by the CCF Capacity Building Program (CBP)? This could include attending training or networking events, watching any webcasts or using any resources / tools available online. It is a condition that all CCF grant recipients have a representative participate in the Carbon Literacy for Communities course. Please also let us know when you have attended or intend to participate in this course. For continuation projects this might have been during the delivery of a previous project.

- <https://www.keepsotlandbeautiful.org/ccfplanandrun/>
- <https://www.keepsotlandbeautiful.org/ccfevents/>

If you have participated in any other training or events arranged by another organisation, such as CEMVO, Home Energy Scotland, Zero Waste Scotland, SCCAN etc., please also list these here.

The Tool Network team has attend all the CCF Capacity Building Events. Our team member [REDACTED] [REDACTED] has participated in the Carbon Literacy for Communities course.

Development Officer Feedback:

The CCF Capacity Building Programme Monthly e-Bulletin will provide you with an update on the latest news, events, funding opportunities and resources to help your organisations do the amazing work you do. We encourage project staff and volunteers to sign-up to this e-bulletin at: <https://tinyurl.com/y86zv2jv>

7. Support needed

Please tell us about any additional support that you would like from the CCF Team. Make sure that you check the resources on the CCF website, which have a range of online resources, training and events and sign posts to resources by others to help you to deliver your project.

- www.keepsotlandbeautiful.org/ccf

Development Officer Feedback:

Overall looks like good progress is being made with some of the Outcome targets unlikely to be met for participation, but the carbon saving target looks to be on track.
There are savings in the carbon reporter that it would be nice to have explained under the relevant Outcome section above, such as for WEEE waste.
More supporting evidence would be good in terms of quotes/images etc to help demonstrate the impact the project is having.

Good work.